

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Outreach Consultant

Classification: Classified

Reports to: Site Administrator

FLSA: Non-Exempt

Range: Classified Salary Schedule

EDUCATION AND EXPERIENCE

Any combination equivalent to four years of college. i.e., evaluations, work history, or a Bachelor of Arts Degree with a major in a human services discipline such a Sociology, Psychology or Social Welfare. Experience in dealing with needs and problems of clients in an educational/social work setting.

Certificate/License Requirements:

Valid Class III California Driver's License

SUMMARY

Under the direction of an alternative education principal, identifies potential and actual school drop-outs and assists with their recovery; develops and facilitates improved communication and participation among school personnel, community agencies and resources; obtains the active involvement of the business community to provide viable work training sites and, when appropriate, assists pupils in locating, securing or retaining employment; coordinates the systems and resources to support the needs of drop-out pupils; and to do related work as required.

SPECIFIC RESPONSIBILITIES

1. To research, evaluate and develop a realistic educational plan for drop-out pupils, assists the pupil and family in resolving health, behavior, attendance and other problems; prepares case study reports and, where appropriate, refers to the various available services; counsels student and parent groups on policies and programs; keeps records, as assigned, provides in-service for school staffs regarding identification of drop-out students; and conducts parenting skills workshops for parents of drop-out students.
2. Set up a system with the attendance clerks or secretaries within each school. After a certain amount of absences (unexcused or excused), the child would be referred to him for intervention. This intervention would take place before an excessive amount of absences (unexcused or excused) have taken place or referral will have been made to the District's School Attendance Review Officer.
3. Work with each school site on instituting a reward system or expanding their present reward system involving good attendance by soliciting the cooperation of parents, business, youth and community organizations.
4. Be able to monitor the attendance of all students within each school.
5. Work with the District's School Attendance Review Officer in setting up procedures of when to refer to SARB proceedings so that he can still provide intervention activities.
6. Provide intervention activities to the ninth graders and follow up any SARB proceedings, which may take place.

SPECIFIC QUALIFICATIONS

Knowledge of:

09/20/88

- individual and group behavior and of the effect of social and economic problems;
- knowledge of the principles and techniques on interviewing and recording social case work;
- knowledge of goals of school programs;
- knowledge of community resources;
- and the knowledge of applicable District policies and regulations.

Ability to:

- identify and determine the basic nature of student problems and needs and evaluate their relative urgency;
- ability to listen to students problems with patience and understanding;
- ability to develop constructive solutions to problems and prepare appropriate resources;
- and the ability to work irregular hours.